

**Virginia Office of Emergency Medical Services
Virginia Department of Health**

<p style="text-align: right;">OEMS Grant Program Memorandum of Agreement</p>

Complete and return whole document (3 pages) via mail or fax and retain a copy for your records

As a grantee under the terms of the Office of the Emergency Medical Services (OEMS), Financial Assistance for Emergency Medical Services (EMS) Grant Program, known as the Rescue Squad Assistance Fund (RSAF), the undersigned hereby agrees to abide and comply by the following requirements, per Virginia Emergency Medical Services Regulations 12VAC5-31 Part VIII *Financial Assistance for Emergency Medical Services*:

1. Responsibilities of the Grantee:

- Grantee shall not discriminate in the provisions of its services or in the conduct of its business affairs on the basis of race, color, creed, religion, sex, national origin or disability.
- Grantee must comply with Part VIII Financial Assistance for Emergency Medical Services regulations. The grantee shall be responsible for ensuring that item(s) purchased in whole or in part with the use of state moneys comply with these regulations.
- Grantee shall be responsible for the preparation and maintenance of proper accounting records that shall be maintained for a period six (6) years from the end of the grant period. These records shall be subject to and available for inspection by the Commissioner or his agent and for state audit inspections.

2. Use of Funds:

- Funds must be used only for the specific items, service, or programs for which they were awarded, including any conditions placed upon a grant award. Should any audit reveal that funds were disbursed for item(s) not awarded funding, the grantee shall be held responsible for repayment, subject to possible enforcement actions under the Virginia Administrative Code or criminal prosecution.
- By signing this "Memorandum of Agreement" form you attest that the award funds will be used as granted and meets all conditions placed upon the award.
- Sale, trade, transfer, or disposal, within five (5) years of vehicles or items specified by OEMS in the notice of award purchased in whole or in part with the use of state moneys requires prior approval by OEMS.
- Funds must not be used for expenditures or commitments made before the date of the grant award or after the conclusion of the grant period. Grant periods conclude on either June 30 or December 31.
- Funds returned to localities cannot be used as the matching share of any grants offered using **Four-For-Life** funds pursuant to Virginia Code §46.2-694.
- Funds will not be approved or disbursed for:
 - Leased equipment or vehicle,
 - Equipment or vehicles secured by a lien,
 - Guarantees or warranties,
 - Used equipment or vehicles without prior approval, or
 - Fire suppression apparatus or law-enforcement equipment.

<p style="text-align: right;">Authorized Agent Initials _____</p>
--

Virginia Office of Emergency Medical Services

Virginia Department of Health

3. Ownership:

- The title for all equipment, including EMS vehicles, shall be in the name of the organization to which the award has been made or in the name of the local jurisdiction or government entity in which the organization is located. This requirement shall apply to the ownership of equipment purchased in whole or in part with the use of these funds.

4. Improper Expenditures:

- An audit revealing expenditures not permitted by the conditions of the award will result in the grantee being required to reimburse OEMS on any funds received.
- An agency providing false, misleading or improper information to OEMS will be ineligible for future grants for a period of five (5) years.

5. Modification of an Award:

- Any changes in the project, including any changes in the approved item(s), shall be permitted only by modification of the award.
 - The grantee must request in writing the specific modifications desired and the reasons and circumstances necessitating such a request to OEMS.
 - The Commissioner may modify, approve or deny the request for modification.
 - Requests for a modification must be submitted in writing, received by OEMS and granted prior to the purchasing of the equipment and/or the commencing of the courses/classes stated in the request.

6. Award Requirements:

- Grants awarded under RSAF are required to submit an Equipment Status/Final Report Form to OEMS no later than sixty (60) days after the end of the grant period.
- Grant awards for any vehicle or equipment must display the OEMS decal noting that funding was provided by OEMS.
 - The decal must be displayed in a location easily seen by OEMS Program Representative upon inspection.
 - The sticker for the vehicle is to be displayed in the rear window on the inside of the vehicle easily seen by the public.
- All agencies awarded computers must comply with OEMS approved submission for Pre-Hospital Patient Care Reporting (PPCR) requirements pursuant to Virginia Code §32.1-116.1.
- Any materials produced in whole or in part with state funds, shall contain the following statement: "Funding for this project provided by the Virginia Department of Health, Office of Emergency Medical Services."
 - It is the responsibility of the grantee to contact OEMS to determine what is deemed to be appropriate material.
- All parties involved in the production of any component of a funded project should be aware that OEMS reserves the right to reproduce any such projects for state-wide use. All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of awarded state funds shall become the sole property of the Commonwealth. On request the grantee shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the Commonwealth to evidence the Commonwealth's sole ownership of specifically identified intellectual property created or developed in the performance of the awarded state funds.
- Grantee must provide OEMS with a copy of the completed project as requested, such as print materials or video.

Authorized Agent Initials

**Virginia Office of Emergency Medical Services
Virginia Department of Health**

MEMORANDUM OF AGREEMENT

I, as the Authorized Agent, affirm that the grantee agrees to abide by all items listed in the Memorandum of Agreement, and by signing below attests to this fact.

Any fraudulent submissions for payment (or misrepresentations of any kind) may be considered sufficient cause for grant revocation, repayment and possible prosecution of both the Grantee and the Authorized Agent, whose name appears below.

Name of Grantee (Agency)	
Name and Title of Authorized Agent	
Daytime Phone No.	
E-mail address (required)	
Signature of Authorized Agent	
Federal Identification Number (FIN)	
Grant Number	
Date	

NOTE: Your grant award may have a condition. This condition must be met in order to receive grant funds.